

## GLOSSARY

### A

**access to classified information** The ability and opportunity to obtain knowledge of classified information. Persons have access to classified information if they are permitted to gain knowledge of the information if they are in a place where they would be expected to gain such knowledge. Persons do not have access to classified information by being in a place where classified information is kept if security measures prevent them from gaining knowledge of the information.

**active duty** Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. It does not include full-time National Guard duty.

**active duty for training** A tour of active duty which is used for training members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The tour of duty is under orders which provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours and the initial tour performed by non prior service enlistees.

**active service** Service on active duty or full-time National Guard duty.

**active duty list** A single list for the Army, Navy, Air Force or Marine Corps which contains the names of all officers of that armed force, other than officers described in 10 U.S.C. 641, who are serving on active duty.

**administrative control** Direction or exercise of authority over subordinate or other organizations in respect to administrative matters such as personnel management, supply, services and other matters not included in the operational missions of the subordinate or other organizations.

**aircraft commander** The aircrew member designated by competent authority as being in command of an aircraft and responsible for its

safe operation and accomplishment of the assigned mission.

**armed forces** The military forces of a nation or group of nations.

**Armed Forces of the United States** A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps and Coast Guard.

**assign** 1. To place units or personnel in an organization where such placement is relatively permanent, and/or where such organization controls and administers the units or personnel for the primary function, or greater portion of the functions, of the unit or personnel. 2. To detail individuals to specific duties or functions where such duties or functions are primary and/or relatively permanent.

**attach** 1. To place units or personnel in an organization where such placement is relatively temporary. Subject to limitations imposed in the attachment order, the commander of the formation, unit or organization receiving the attachment will exercise the same degree of command and control thereover as he or she does over the units and persons organic to his or her command. However, the responsibility for transfer and promotion of personnel will normally be retained by the parent formation, unit or organization. 2. To detail individuals to specific functions where such functions are secondary or relatively temporary.

**authority** The power to command, enforce laws, exact obedience, determine or judge.

### B

**branch** 1. A subdivision of any organization. 2. A geographically separate unit of an activity which performs all or part of the primary functions of the parent activity on a smaller scale. Unlike an annex, a branch is not merely an overflow addition.

### C

**chief of staff** The senior or principal member or head of a staff, or the principal assistant in a staff capacity to a person in a command capacity; the head or controlling member of a staff, for purposes of the coordination of its work; a position, that in itself is without inherent power of command by reason of assignment, except that which is invested in such a position by

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**delegation to exercise command in another's name.** In the Army and Marine Corps, the title is applied only to the staff on a brigade or division level or higher. In lower units, the corresponding title is executive officer. In the Navy, the title is applied only on the staff of a commander with rank of rear admiral (lower half) or above. The corresponding title on the staff of a commander of rank lower than rear admiral (lower half) is chief staff officer, and in the organization of a single ship, executive officer.

**classification** The determination that official information requires, in the interests of national security, a specific degree of protection against unauthorized disclosure, coupled with a designation signifying that such a determination has been made.

**classified matter** Official information or matter in any form or of any nature which requires protection in the interests of national security.

**combatant command** A unified combatant command or a specified combatant command.

**command** 1. The authority that a commander in the military service lawfully exercises over subordinates by virtue of rank or position. Command includes the authority and responsibility for effectively using available resources and for planning the employment of, organizing, directing, coordinating and controlling military forces for the accomplishment of assigned missions. It also includes responsibility for health, welfare, morale and discipline of assigned personnel. 2. A unit or units, an organization, or an area under the command of one individual.

**commission** 1. To put in or make ready for service or use, as to commission an aircraft or a ship. 2. A written order giving a person rank and authority as an officer in the armed forces. 3. The rank and the authority given by such an order.

**compromise** The known or suspected exposure of clandestine personnel, installations or other assets or of classified information or material to an unauthorized person.

**compromised** A term applied to classified matter, knowledge of which has, in whole or in part, passed to an unauthorized person or

persons, or which has been subject to the risk of such passing.

**convoy** A number of merchant ships or naval auxiliaries, or both, usually escorted by warships and/or aircraft, or a single merchant ship or naval auxiliary under surface escort, assembled and organized for the purpose of passage together.

**convoy commodore** A naval officer, or master of one of the ships in a convoy, designated to command the convoy, subject to the orders of the Officer in Tactical Command. If no surface escort is present, the convoy commodore takes entire command.

**convoy escort** A naval ship(s) or aircraft in company with a convoy and responsible for its protection.

### D

**declassification** The determination that in the interests of national security, classified information no longer requires any degree of protection against unauthorized disclosure, coupled with removal or cancellation of the classification designation.

**delegation of authority** The action by which a commander assigns part of his or her authority commensurate with the assigned task to a subordinate commander. While ultimate responsibility cannot be relinquished, delegation of authority carries with it the imposition of a measure of responsibility. The extent of the authority delegated must be clearly stated.

**directive** 1. A military communication in which policy is established or a specific action is ordered. 2. A plan issued with a view to putting it into effect when so directed, or in the event that a stated contingency arises. 3. Broadly speaking, any communication which initiates or governs action, conduct or procedure. 4. As used in Navy Regulations, unless otherwise indicated, this term includes regulations, instructions, orders, manuals or similar authoritative publications.

**duty** 1. An act or a course of action that is required of one by position, social custom, law or religion. 2.a. Moral obligation. b. The compulsion felt to meet such obligation. 3. A

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service, function or task assigned to one, especially in the armed forces.

### F

**flag officer** 1. An officer of the Navy or Coast Guard serving in or having the grade of admiral, vice admiral, rear admiral or rear admiral (lower half).

**fleet** An organization of ships, aircraft, marine forces and shore-based fleet activities all under the command of a commander or commander in chief who may exercise operational as well as administrative control.

**fleet marine force** A balanced force of combined arms comprising land, air and service elements of the United States Marine Corps. A fleet marine force is an integral part of a United States fleet and has the status of a type command.

**force** 1. An aggregation of military personnel, weapons systems, vehicles and necessary support, or combination thereof. 2. A major subdivision of a fleet.

**formation** 1. An ordered arrangement of troops and/or vehicles for a specific purpose. 2. An ordered arrangement of two or more ships, units or aircraft proceeding together under a commander.

**functions** The appropriate or assigned duties, responsibilities, missions or tasks of an individual, office or organization. As defined in the National Security Act of 1947, as amended, the term "function" includes functions, powers and duties.

### G

**general orders** Permanent instructions, issued in order form, that apply to all members of a command, as compared with special orders, which affect only individuals or small groups. General orders are usually concerned with matters of policy or administration.

**group** 1. A flexible administrative and tactical unit composed of either two or more battalions or two or more squadrons. The term also applies to combat support and service support units. 2. A number of ships and/or aircraft, normally a subdivision of a force, assigned for a specific purpose.

### I

**investigation** A duly authorized, systematized, detailed examination or inquiry to uncover facts and determine the truth of a matter. This may include collecting, processing, reporting, storing, recording, analyzing, evaluating, producing and disseminating the authorized information.

### J

**joint** Connotes activities, operations, organization, etc., in which elements of more than one service of the same nation participate.

**joint force** A general term applied to a force which is composed of significant elements of the Army, the Navy or the Marine Corps, and the Air Force, or two or more of these services, operating under a single commander authorized to exercise unified command or operational control over joint forces.

**joint staff** 1. The staff of a commander of a unified or specified command, or of a joint task force, which includes members from the several services comprising the force. 2. The staff of the Joint Chiefs of Staff as provided for under the National Security Act of 1947, as amended.

### L

**law of war** That part of international law that regulates the conduct of armed hostilities. It is often termed the law of armed conflict.

**liaison** That contact or intercommunication maintained between elements of military forces to insure mutual understanding and unity of purpose and action.

### M

**maintenance** 1. All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding and reclamation. 2. All supply and repair action taken to keep a force in condition to carry out its mission. 3. The routine recurring work required to keep a facility (plant, building, structure, ground facility, utility system or other real property) in such condition that it may be continuously utilized, at its original or designed capacity and efficiency, for its intended purpose.

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**management** A process of establishing and attaining objectives to carry out responsibilities. Management consists of those continuing actions of planning, organizing, directing, coordinating, controlling and evaluating the use of personnel, money, materials and facilities to accomplish missions and tasks. Management is inherent in command, but it does not include as extensive authority and responsibility as command.

**material** All items (including ships, tanks, self-propelled weapons, aircraft, etc., and related spares, repair parts and support equipment, but excluding real property, installations and utilities) necessary to equip, operate, maintain and support military activities without distinction as to its application for administrative or combat purposes.

**material readiness** The availability of material required by a military organization to support its wartime activities or contingencies, disaster relief or other emergencies.

**member of the naval service** A person appointed or enlisted in, or inducted into, the Navy or the Marine Corps.

**merchant ship** A vessel engaged in mercantile trade except river craft, estuarial craft or craft which operate solely within harbor limits.

**military service** A branch of the Armed Forces of the United States, established by act of Congress, in which persons are appointed, enlisted or inducted for military service, and which operates and is administered within a military or executive department. The military services are: the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps and the United States Coast Guard.

**mission** 1. The task, together with the purpose, which clearly indicates the action to be taken and the reason therefor. 2. In common usage, especially when applied to lower military units, a duty assigned to an individual or unit; a task. 3. The dispatching of one or more aircraft to accomplish one particular task.

### N

**naval base** A naval base primarily for support of the forces afloat, contiguous to a port or anchorage, consisting of activities or facilities for which the Navy has operating

responsibilities, together with interior lines of communication and the minimum surrounding area necessary for local security.

**need to know** A criterion used in security procedures which requires the custodians of classified information to establish, prior to disclosure, that the intended recipient must have access to the information to perform his or her official duties.

**neutrality** In international law, the attitude of impartiality, during periods of war, adopted by third states toward belligerents and recognized by the belligerents, which created rights and duties between the impartial states and the belligerents. In a United Nations enforcement action, the rules of neutrality apply to impartial members of the United Nations except so far as they are excluded by the obligations of such members under the United Nations Charter.

**nonappropriated funds** Funds generated by Department of Defense military and civilian personnel and their dependents and used to augment funds appropriated by the Congress to provide a comprehensive, morale-building welfare, religious, educational and recreational program, designed to improve the well-being of military and civilian personnel and their dependents.

### O

**officer in tactical command** In maritime usage, the senior officer present eligible to assume command, or the officer to whom that officer has delegated tactical command.

**official information** Information which is owned by, produced for or by, or is subject to the control of the United States Government.

**operating forces** Those forces whose primary missions are to participate in combat and the integral supporting elements thereof.

**operation** A military action or the carrying out of a strategic, tactical, service, training or administrative military mission; the process of carrying on combat, including movement, supply, attack, defense and manoeuvres needed to gain the objectives of any battle or campaign.

**operational chain of command** The chain of command established for a particular operation or series of continuing operations.

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**operational command** Those functions of command involving the composition of subordinate forces, the assignment of tasks, the designation of objectives and the authoritative direction necessary to accomplish the mission. Operations command should be exercised by the use of the assigned normal organization units through their responsible commanders or through the commanders of subordinate forces established by the commander exercising operational command. It does not include such matters as administration, discipline, internal organization and unit training, except when a subordinate commander requests assistance. The term is synonymous with "operational control" and is uniquely applied to the operational control exercised by the commanders of unified and specified commands over assigned forces in accordance with the National Security Act of 1947, as amended.

### P

**physical security** That part of security concerned with physical measures designed to safeguard personnel, to prevent unauthorized access to equipment, installations, material and documents, and to safeguard them against espionage, sabotage, damage and theft.

**port** A place at which ships may discharge or receive their cargoes. It includes any port accessible to ships on the seacoast, navigable rivers or inland waterways.

**prisoner of war** A detained person as defined in Articles 4 and 5 of the Geneva Convention Relative to the Treatment of Prisoners of War of August 12, 1949. In particular, one who, while engaged in combat under orders of his or her government, is captured by the armed forces of the enemy. As such, he or she is entitled to the combatant's privilege of immunity from the municipal law of the capturing state for warlike acts which do not amount to breaches of the law of armed conflict.

### R

**reserve** Members of the military services who are not in active service but who are subject to call to active duty.

**rules of engagement** Directives issued by competent military authority which delineate the circumstances and limitations under which

United States forces will initiate and/or continue combat engagement with other forces encountered.

### S

**security classification** A category to which national security information and material is assigned to denote the degree of damage that unauthorized disclosure would cause to national defense or foreign relations of the United States and to denote the degree of protection required.

**security clearance** An administrative determination by competent authority that an individual is eligible, from a security standpoint, for access to classified information.

**service force** A naval task organization that performs missions for the logistic support of operations.

**specified combatant command** A military command which has broad, continuing missions and which is normally composed of forces from a single military department.

**squadron** 1. An organization consisting of two or more divisions of ships. 2. The basic administrative aviation unit of the Army, Navy, Marine Corps and Air Force.

**station** 1. A general term meaning any military or naval activity at a fixed land location. 2. An assigned or prescribed position in a naval formation or cruising disposition; or an assigned area in an approach, contact or battle disposition. 3. Any place of duty or post or position in the field to which an individual, or group of individuals, or a unit may be assigned.

### T

**task force** 1. A temporary grouping of units, under one commander, formed for the purpose of carrying out a specific operation or mission. 2. Semi-permanent organization of units, under one commander, formed for the purpose of carrying out a continuing specific task. 3. A component of a fleet organized by the commander of a task fleet or higher authority for the accomplishment of a specific task or tasks.

**technical assistance** The providing of advice, assistance and training pertaining to the installation, operation and maintenance of equipment.

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**troops** A collective term for uniformed military personnel (usually not applicable to naval personnel afloat).

### U

**unclassified matter** Official matter which does not require the application of security safeguards, but the disclosure of which may be subject to control for other reasons.

**unified combatant command** A military command which has broad, continuing missions and which is composed of forces from two or more military departments.

**unified command** A command with a broad continuing mission under a single commander

and composed of significant assigned components of two or more services, and which is established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Joint Chiefs of Staff, or, when so authorized by the Joint Chiefs of Staff, by a commander of an existing unified command established by the President.

**unit** 1. Any military element whose structure is prescribed by competent authority, such as a table of organization and equipment; specifically, part of an organization. 2. An organization title of a subdivision of a group in a task force.